



City of Riverside Administrative Manual

Effective Date: 07/2003
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 Prepared by: General Services

Approved: _____

Department

City Manager

SUBJECT:

Vehicle Maintenance

PURPOSE:

To provide a procedure for obtaining preventive, emergency and routine maintenance of vehicles and related equipment.

POLICY:

It shall be the driver's responsibility to check the vehicle or equipment unit prior to operation for fuel, water, damage and safety. During operation of the equipment, it shall be the driver's responsibility to note malfunctions requiring maintenance and to turn the vehicle or equipment into the garage as soon after as possible.

It shall be the using department's responsibility to assure that:

- Vehicles and equipment scheduled for preventive maintenance are delivered to the maintenance location on the date and at the time requested by Fleet Management.
- Vehicles and equipment delivered to the garage for repairs are not subsequently used without a release from Fleet Management.
- The Fleet Management Division receives one copy of all accident forms so that repairs can be started as soon as possible after an accident occurs.
- Drivers are instructed in the proper use and care of all vehicles and equipment prior to operation.

PROCEDURE:

Responsibility	Action
Fleet Management	1. Determines requirements for preventive maintenance of all city-owned vehicles and schedules repairs.
Service Writer	
Fleet Management Office	2. Notifies departments one week prior to the month vehicles and equipment are scheduled for preventive maintenance by completing and distributing Equipment Maintenance Preventive Maintenance Monthly Planner.

PROCEDURE:

Responsibility	Action
Department	3. Directs operator of assigned vehicle or equipment to deliver it to the garage or City Hall Vehicle Inspection Parking (VIP) area for preventive maintenance.
Operator (Preventive Maintenance Only)	4. Takes the vehicle or equipment to the repair location by the date and time required and informs Fleet Management of its location.
Operator (Routine & Emergency Repair Maintenance Only)	5. Fills out Operator's Report (Form No. 911-42A) when other than scheduled repairs are required. Retains second copy of form for personal record and gives original copy to Fleet Management office.
Operator (Emergencies)	6. Notifies Fleet Management during regular working hours or follows emergency procedures noted on Emergency Call Instructions memo during off-duty hours of emergency repair requirements.
Fleet Management Service Writer	7. Reviews Operator's Report; discusses required repairs with operator; inspects vehicle for stated repairs then fills out Work Order identifying work requirements for mechanics.
Equipment Maintenance Supervisor	8. Assigns work to mechanics by priority and availability of parts.
Mechanic	9. Completes assigned maintenance then fills out computer generated Work Order describing work accomplished and time used to complete each separate repair. Parks vehicle in its designated Corporation Yard parking area or on ready wall if the vehicle is from outside the Yard.
Equipment Maintenance Supervisor	10. Reviews Work Order for completeness of repairs and inspects mechanic's work. Completes a daily deadline list and forwards to each department's repair liaison via E-mail.
Operator	11. Picks up vehicle.
Fleet Management Office	12. Distributes copies of Repair by Reason report along with work orders to the department that requested the repair work.

Attachments:

1. Vehicle Accident Report
2. Preventive Maintenance Monthly Planner
3. Operator's Report (Form No. 911-42A)
4. Emergency Call Instructions
5. Deadline List
6. Work Order

Distribution: Regular